TASK FORCE ON EVALUATION OF ADMINISTRATION
REPORT AND RECOMMENDATIONS
as revised 8/29/80

Item (1) approved November 20, 1980
Item (2) amended and approved December 18, 1980
Items (3), (4), (5) and (6) were tabled

The Task Force on Evaluation of Administration met three times during Semester II, 1978-79 (Feb. 15, March 1, April 19) and five times during the academic year 1979-80 (Oct. 22, Jan. 28, Feb. 18, March 27, April 24, May 16). The views of the Vice Chancellor were solicited at the Feb. 18 meeting. Members of the Task Force attended meetings of the Council of Deans, 4/15/80, and the Chancellor's Cabinet, 4/16/80, to solicit the views of other administrators. The faculty was polled in April 1979. The Task Force also gathered a body of information concerning faculty evaluation of administration at other institutions.

At its meeting of May 16, 1980, the Task Force approved a set of recommendations that were forwarded to the University Committee on June 3. The Committee considered those recommendations on August 12. In view of differences between the Committee and the Task Force on one issue, the Task Force had one further meeting on August 29. The recommendations reproduced here incorporate such amendments as the Task Force felt appropriate at that final meeting. These are the recommendations:

(1) Faculty evaluation of administration should be instituted at UWM, for two reasons: a majority of the faculty desire it, and operationally useful information can thereby be gathered with respect to the recognition of good work and the correction of faults. (Results of the April 1979 poll of the faculty are attached to this Report.)

(2) A faculty committee should be established to oversee the evaluation, to design an appropriate method of evaluation which is to be approved by the Senate, to fine-tune and modify the instruments of evaluation as experience dictates, and to determine (after three years) whether and how evaluation of administration should continue. Attached to this Report is a proposed charter for a Faculty Committee on Evaluation. (Members of the Task Force felt that such a Committee could conveniently serve as a clearinghouse for information on student evaluation of teaching as well as oversee faculty evaluation of administration, hence the three functions spelled out in the charter.)

(3) The Task Force recommends that the following be subject to annual evaluation by the faculty: (i) the Chancellor; (ii) the Vice Chancellor; (iii) the school and college Deans, each to be evaluated by the faculty of the respective school or college; and (iv) the various campus-wide administrative departments and support services.

(4) In each case the instrument of evaluation should be a questionnaire confined to a single sheet of paper, with plenty of space provided for written comments. The Task Force recommends the four questionnaires attached to this Report as models.

The various schools and colleges of course remain free to develop their own processes for the evaluation of administration.
(5) The Task Force recommends that the data gathered by the evaluation be disseminated as follows:

(a) Tabulated results of the survey are distributed (i) to the administrator who is the subject of the evaluation, (ii) to the Chancellor, and (iii) to all department chairpersons, with the qualification that with respect to the evaluation of Deans, each department chairperson receives a tabulation of results only for his/her own Dean. Each department chairperson thus receives four sets of tabulated results; for Chancellor, for Vice Chancellor, for one Dean, and for support services.

(b) Each administrator is to have access to and shall be encouraged to study the raw data, with the written comments, on his/her own evaluation.

(c) The Chancellor is to have access to and shall be encouraged to study all the raw data.

(d) The President of the University of Wisconsin System is to have access to and shall be encouraged to study the raw data on the evaluation of the Chancellor.

(e) Tabulated results of the survey are to be distributed to the members of the University Committee and the raw data shall be deposited with the University Committee for its possession and ultimate disposal.

(6) Finally, the Task Force recommends that the records of the Task Force and the materials gathered on faculty evaluation of administration at other institutions be preserved by the University Committee for the use of the Faculty Committee on Evaluation to be established.

The members of the Task Force:
Annette DeBoer (student member)
Ed Knoblock (Systems Design)
Tom La Loggia (student member)
Jerry Leer (Business Administration)
David Luce (Philosophy), Chairman
David Nachmias (Urban Affairs)
Corliss Phillabaum (Theatre)
Carl Pope (Social Welfare)
Erika Sander (Human Kinetics)
Ethel Sloane (Zoology)
Sammis White (Urban Planning)
Kenneth Woldtke (Educational Psychology)

Attachments:
(1) Results of April 1979 faculty poll.
(2) Proposed charter for Faculty Committee on Evaluation.
(3) Form for the evaluation of the Chancellor.
(4) Form for the evaluation of the Vice Chancellor.
(5) Form for the evaluation of the Dean.
(6) Form for the evaluation of support services.